B2500

OKI
PRINTING SOLUTIONS

User's Guide

B2500 MFP

Dear customer

For your security and comfort, we urge you to carefully read the Safety booklet before any use.

By buying this multifunction machine, you have opted for a quality product. Your device satisfies the different specifications of a modern office automation tool.

This machine allows you to scan in color and black and white, to print and copy in black and white. You can connect the multifunction device to your PC (Microsoft Windows 98SE/ME/2000SP3/XP).

Install the software included to use the multifunction device as a printer. Besides, you can scan, edit and save documents through the PC. You have a connection with a WLAN adaptor (optional equipment) to communicate with a personal computer.

WLAN is an option working only with an original adaptor that you can obtain from your retailer. You will find further information on our Internet website.

Thanks to its navigator and its multitask access, it is powerful, user-friendly and easy to use.

The B2500 multifunction machine hereby described, comes with a 600 dpi scanner and a black and white laser printer offering a printing speed of 16 ppm. The Companion Suite Pro LL software provided allows you to use your multifunction machine like a scanner and a printer from a personal computer. It also gives you the possibility to manage your multifunction machine.

Consumables

Refer to the Maintenance section of this booklet.

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Contents

Preface

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. Oki assumes no responsibility for the results of errors beyond its control. Oki also cannot guarantee that changes in software and equipment made by other manufacturers and referred to in this guide will not affect the applicability of the information in it. Mention of software products manufactured by other companies does not necessarily constitute endorsement by Oki.

While all reasonable efforts have been made to make this document as accurate and helpful as possible, we make no warranty of any kind, expressed or implied, as to the accuracy or completeness of the information contained herein.

The most up-to-date drivers and manuals are available from the Oki web site:
http://www.okiprintingsolutions.com

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As an ENERGY STAR Program Participant, the manufacturer has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

This product complies with the requirements of the Council Directives 89/336/EEC (EMC) and 73/23/EEC (LVD) as amended where applicable on the approximation of the laws of the member states relating to Electromagnetic Compatibility and Low Voltage.

Repairs/maintenance: Repairs and maintenance should only be carried out by a qualified technician. There are no user serviceable parts inside the machine. To reduce the risk of electrical shock, you must not carry out these operations yourself. Opening or removing the covers exposes you to two hazards:

- The laser beam can cause irreversible eye damage.

- Contact with electrical components can lead to electrical shock.

For installation conditions and safety precautions, refer to the separate Safety/ Installation Instructions booklet provided.

APPAREIL A RAYONNEMENT LASER DE CLASSE 1
CLASS 1 LASER PRODUCT
LASER KLASSE 1 PRODUKT
PRODUCTO LASER DE CLASE 1
APARECCHIO LASER DI CLASSE 1

Environmental Information

Software use license

CAREFULLY READ ALL THE TERMS AND CONDITIONS OF THE PRESENT LICENSE BEFORE OPENING THE SEALED ENVELOPE CONTAINING THE SOFTWARE. OPENING THIS ENVELOPE INDICATES THAT YOU ACCEPT THESE TERMS AND CONDITIONS.

In case you should not accept the terms of this license, the CD-ROM packaging should be returned to the retailer unopened, along with the other components of the product. The purchase price of this product will be refunded. No refunds will be made for products if the CD-ROM packaging have been opened, if components are missing or if the reimbursement request is made after ten (10) days from the purchase date, your receipt is the proof of purchase.

Definition

The Software designates programs and associated documentation.

License

- This license allows you to use this Software on personal computers on a local network. You only have permission to use this Software to print on one multifunction machine; you can not lend the Software or authorize anyone to use it.

- You are allowed to make a back up copy.

- This license is non-exclusive and non-transferable.

Property

The manufacturer or its providers hold the Software property right. You only become the owner of the CD-ROM. You shall not modify, adapt, decompile, translate, create any derived piece, rent or sell the Software or the documentation. Any rights not explicitly approved are reserved by the manufacturer or its providers.

Duration

This license remains valid until cancelled. You can cancel it by destroying the program and the documentation as well as any other copies of them. This license will automatically be canceled in case you do not respect the terms of this license. If the license is rendered invalid, you agree to destroy all copies of the program and the associate documentation.

Warranty

The Software is provided "as is" with no warranties what so ever, whether expressed or implied, including without limitation, any warranties of merchantability or fitness for a particular purpose; all the risks concerning the results and performance of this Software are assumed by the buyer. In case the program should appear defective, all the repair and service expenses will be covered by the buyer.

Nevertheless, the license holder benefits from the following warranty: we guarantee that the CD-ROM on which the Software is recorded is free from hardware or manufacturing faults if used in normal conditions, the guarantee is valid for ninety (90) days from the delivery date, the copy of the receipt being the proof of purchase. In case of a CD-ROM fault that due to accident or misuse, the CD-ROM will not be replaced as per the warranty.

Responsibility

If the CD-ROM is not working properly, send it to the retailer together with a copy of the receipt. It is the retailer's sole responsibility to replace the CD-ROM. Nobody, not even the manufacturer who is involved in the creation, realization, merchantability and delivery of this program would be responsible for direct, indirect or immaterial damages, such as, but not limited to, loss of information, loss of time, execution loss, loss of revenue, loss of customers, due to the use or inability to use the program.

Development

With a constant concern for improvement, the manufacturer reserves the right to modify the Software specifications without any notice. In case of modification, your user right does not give you access to free updates.

Applicable law

This license is under the French law. Any dispute following the interpretation or execution of this license will be submitted to the Paris Court.

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The informations contents of this user manual are subject to change without notice.

Prohibited reproductions

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law :

- bank notes;
- checks;
- bonds;
- stock certificates;
- bank drafts;
- passports;
- driver's licenses.

The preceding list is meant as a guide only and is not inclusive. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Installation

Location conditions

By choosing an appropriate location, you preserve the longevity of the machine. Check that the selected location has the following characteristics:

- Choose a well ventilated location.
- Make sure not to obstruct the ventilation grids located on the left and right sides of the device. During the installation, make sure to place the machine thirty centimeters away from the surrounding objects so all the lids can be easily opened.
- Make sure that this location does not present any ammonia nor any other organic gasses emission hazard.
- The ground outlet (refer to the security notices presented in the Safety booklet) to which you plan to connect the machine shall be located close to this one and have an easy access.
- **Make sure that the machine is not directly exposed to sun light**.
- Make sure not to place the machine in an area exposed to an air flow generated by an air conditioning, heating or ventilation system, nor in an area subject to big temperature or humidity jumps.
- Choose a solid and horizontal surface on which the machine will not be exposed to intense vibrations.
- **Keep the machine away from any object that could obstruct its ventilation ports**.
- Do not place the machine close to hangings or any other flammable objects.
- Choose a location where the water and other splashes of liquid are limited.
- Make sure that this location is dry, clean and dust free.

Make sure to place the machine in well ventilated premises. When operating, the printer generates a small amount of ozone. An unpleasant smell can come from the printer if it is used intensively in not well ventilated premises. For a secure use, make sure you place the machine in well ventilated premises.

Cautions of use

Take into account the important precautions below when using the machine.

Running environment:

- Temperature: 10 °C to 32 °C with a maximum amplitude of 10 °C per hour.
- Humidity: 15 to 80 % of ambient humidity (without condensation), with a maximum amplitude of 20 % per hour.

Terminal:

The section below describes the precautions to be taken when using the machine:

- Never turn the machine off and never open the lids while printing.
- Never use gas or flammable liquids, or objects generating magnetic field close to the machine.
- When you unplug the power cord, always hold the connector without pulling the cord. A damaged cord presents a potential fire hazard or an electric shock hazard.
- Never touch the power cord with wet hands. You risk getting an electric shock.
- Always unplug the power cord before moving the machine. Otherwise, you could risk having the cord damaged and create a fire hazard or an electric shock hazard.
- Always unplug the power cord when you plan not to use the machine for a long period of time.
- Never put objects on the power cord, never pull it and never fold it. This could cause a fire hazard or an electric shock hazard.
- Always make sure that the machine is not sitting on the power cord or any other electric device communication cables. Make sure also that neither cord nor cable is introduced to the machine inner mechanism. This would expose you to a machine malfunction risk or to a fire hazard.
- Make sure that the printer is unplugged from the power outlet before connecting or disconnecting an interface cable to the printer (use a shielded interface cable).
- Never try to remove any fixed pane or hood. The machine contains high voltage circuits. Any contact with these

circuits can cause an electric shock risk.

- Never try to modify the machine. This could cause a fire hazard or an electric shock hazard.
- Always make sure that paper clips, staples or other small metallic items do not get inside the machine via the ventilation ports or other ports. Such items create fire hazards or electric shock hazards.
- Prevent water and any other liquid from spilling on the machine or near to it. Any contact of the machine with water or liquid can cause a fire hazard or an electric shock hazard.
- If liquid or metallic item gets accidentally inside the machine, turn it off immediately, unplug the power cord and contact your retailer. Otherwise, you would face a fire hazard or an electric shock hazard.
- In case of heat, smoke, unusual smell or abnormal noise emissions, turn the machine off, unplug the power cord immediately and contact your retailer. Otherwise, you would face a fire hazard or an electric shock hazard.
- Avoid using the machine during an "electric storm", this can cause an electric shock hazard due to lightning.
- Never move the terminal during printing.
- Always lift the terminal when you wish to move it.

Paper recommendations

Loading paper in the main unit tray

- Insert paper with the face down, and adjust paper guides to the paper format to avoid feed failure, skewing, and paper jams.
- Amount of loaded paper must not exceed the loading mark. If the loading mark is exceeded, this may cause feed failure, skewing, and paper jams.
- Adding paper in the pile must be avoided because it may cause double feeding.
- When withdrawing the cassette from the main unit, always support it with both hands to avoid doing drop it.
- If you use paper already printed by your machine or another printer, the printing quality may not be optimal.

Handling of paper

- Curling must be corrected before printing. Curls must not exceed 10 mm.
- Care must be taken with storage to prevent feed faults and image defects due to leaving the paper in conditions of high humidity.

Humidity control

- Paper which has become damp, or paper which has been left unused for a very long time.
- After opening the paper, it must be kept in a plastic bag.
- Paper with waved ends, paper which is creased, paper with crumples, and any other non-normal paper must not be used.

Use of envelopes

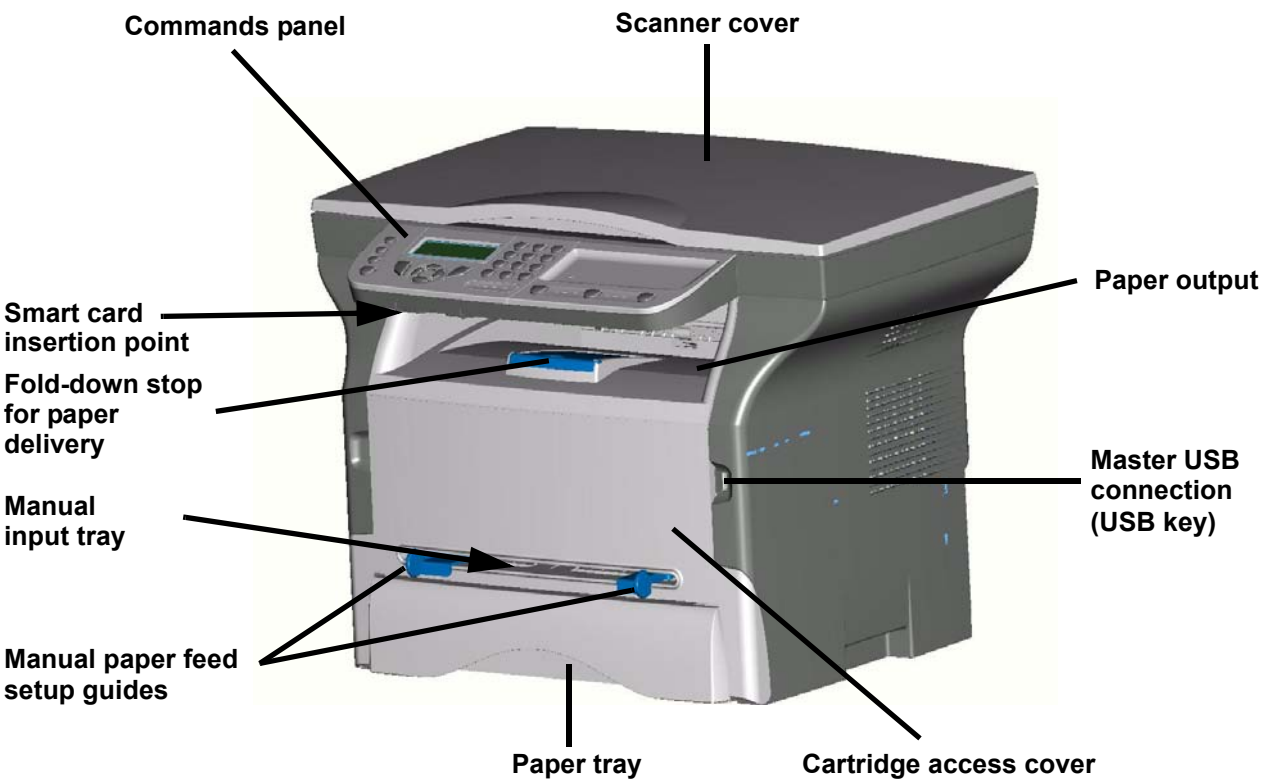
- Feeding can be done only through the manual feed.
- Recommended area should be the area which excludes 15 mm from the leading edge, 10 mm from and both the left and right edges, and the rear edge.
- A few lines may be given in solid print at the part of being overlapped.
- Envelopes which are not recommended may lead to improper printing (refer to the paragraph **Peripheral specifications**, page 34).
- Curled envelope after printing should be fixed manually.
- Small crumples on the edge of the wide side of envelopes. Smearing, or less clear printing may appear on the reverse side.
- Set envelope by pressing the folding line of four edges properly after releasing air inside. Set envelope in a proper position after aligning in case it is bent or warped.

EP Cartridge recommendations

- Must not be stood on the side, or held upside down.

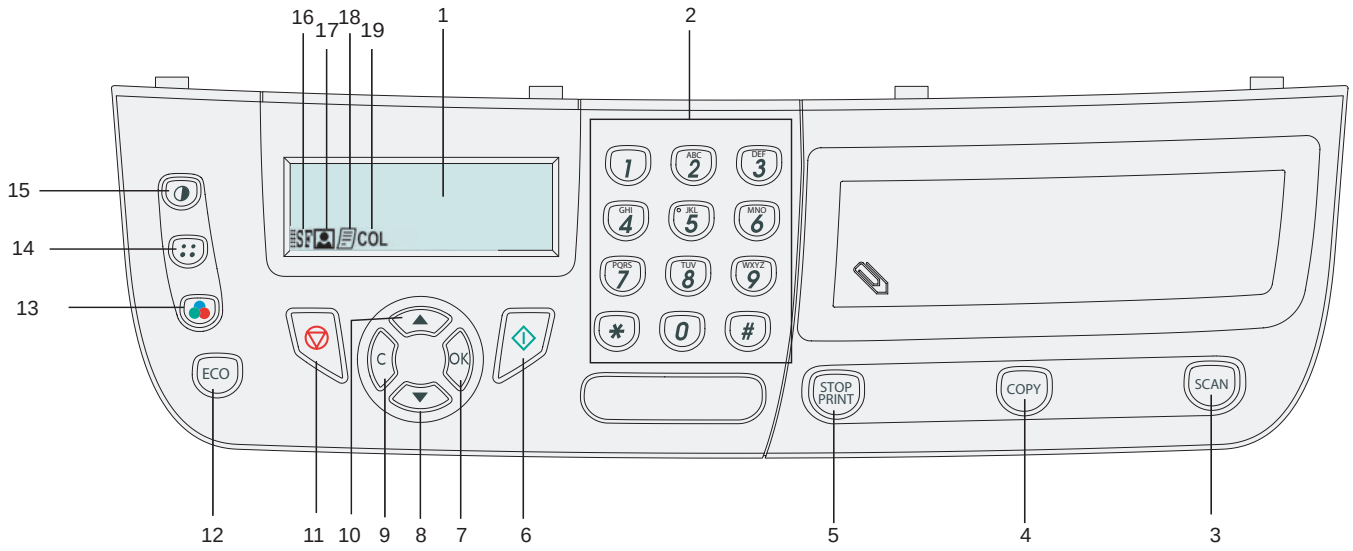
Terminal description

Front side



Back side

Command panel



1. Screen
2. Digital keypad
3. Button **SCAN**: document analysis to the PC
4. Button **COPY**: local copy
5. Button **STOP PRINT**: stops the current printing
6. Button : validation
7. Button **OK**: confirms the displayed selection
8. Button : menu access and navigation down the menus
9. Button **C**: back to the previous menu and input correction
10. Button : navigation up the menus
11. Button : stop the current operation
12. Button **ECO**: sets up the activation delay
13. Button : color analysis mode selection
14. Button : analysis resolution setup
15. Button : contrast setup
16. Icon : Superfin resolution.
17. Icon : Photo resolution.
18. Icon : Fin resolution.
19. Icon COL : colour mode.

Accessing terminal menus

All terminal functions and settings are available via the menu and are associated to a specific menu command. For example, the menu command 51 launches the printing of the functions list (the functions list stores the list of all terminal menus, sub-menus and their identification number).

Two methods are available to access menu items : a step by step method or a shortcut method.

To print the functions list with the Step by step method:

1 Press on .
2 Use the or button to browse the menu and select **5 - PRINT**. Confirm with **OK**.
3 Use the or button to browse the menu **PRINT** and select **51-FUNCTIONS LIST**. Confirm with **OK**.

To print the functions list with with the shortcut method:

1 Press on .
2 Enter 51 with the numerical keypad to directly print the functions list.

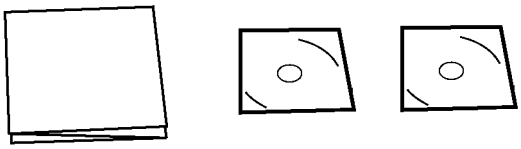
Packaging contents

The packaging contains the items listed below:

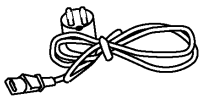
Multifunction device

1 toner cartridge

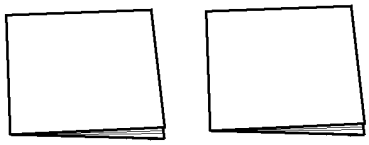
1 installation guide, 1 PC installation CD ROM and 1 user guide CD ROM



1 power cord



2 booklets (safety and warranty)



Device installation

1. Unpack the device.
2. Install the device respecting the security notices stated at the beginning of this booklet.
3. Remove all stickers from the machine.
4. Remove the plastic protection film from the screen.

Feed cassette paper insertion

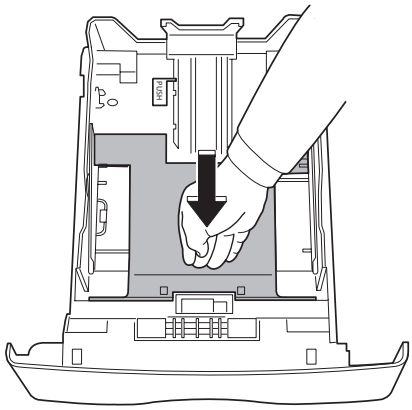
Before inserting paper, refer to the paragraph **Paper recommendations**, *page 6.*

Your device accepts a number of formats and types of papers (refer to the paragraph **Consumable specifications**, *page 35).*

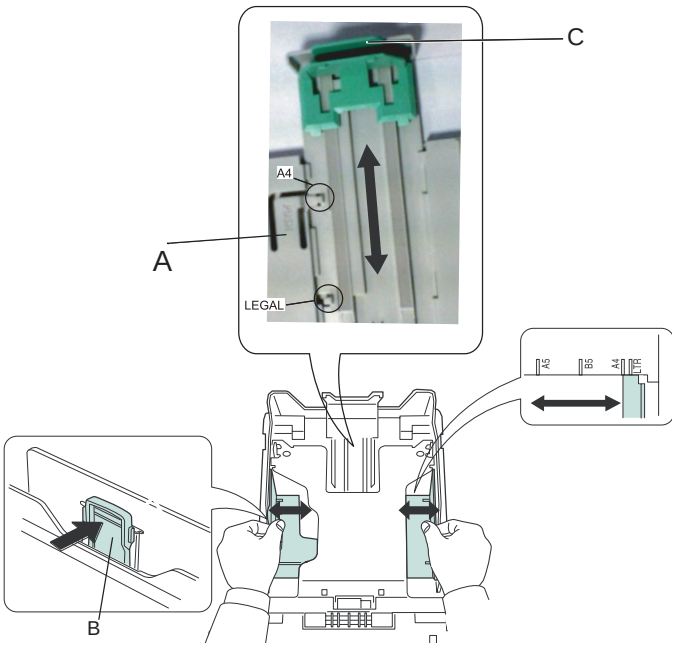
You can use paper weighing between 60 and 105 g/m2.

1. Remove the paper feed cassette completely.

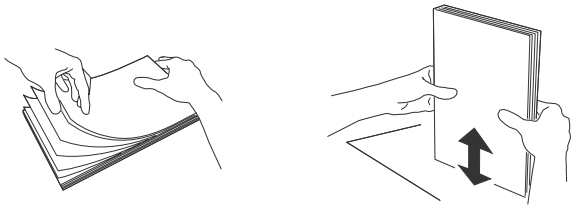
2. Push the lower panel down until it clicks.



3 Setup the back side feed cassette stop by pushing the "PUSH" lever (A).
Then adjust the lateral paper guides to the paper format by pushing lever (B) located on the left guide. Adjust the length paper guide to the paper format by pushing lever (C).



4 Take a paper stack, pull the paper off and align it on a flat surface.



5 Put the paper stack in the feed cassette (200 sheets for 80 g/m² paper for instance).

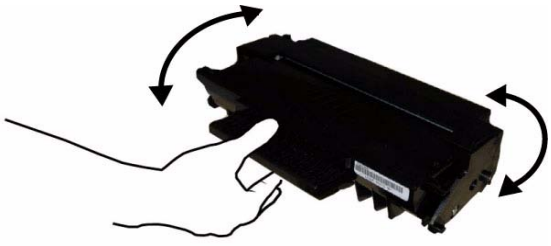
6 Put the feed cassette back in its location.

Cartridge installation

1 Stand in front of the machine.

2 Push the left and right sides of the cover and pull it at the same time towards you.

3 Unpack the new cartridge. Gently roll the cartridge 5 or 6 times to distribute the toner evenly inside the cartridge. Thoroughly rolling the cartridge will assure the maximum copies per cartridge.



4 Insert the cartridge in its slot by pushing it until it clicks (last move down) as shown on the picture below.

5 Close the cover.

Paper delivery stop

Adjust the paper delivery stop, depending on the format of the document to be printed. Do not forget to raise the flap to prevent the sheets from falling down.

Starting your device

Device connection

*Before plugging the power cord, it is imperative to refer to the **Safety** booklet.*

1 Connect the power cord to the device.

2 Make sure that the On/Off switch is on Off (O position). Plug the power cord to outlet on the wall.

As a precaution, in case of danger, the power cord is used as a 230 V power unit cut off. The outlet shall be located close to the device and be of easy access.

3 Press the On/Off button to turn on the device (I position).

4 The machine is set to English by default. To modify this parameter, refer to the paragraph **Setup the display language**, page 16.

Paper insertion in the manual input tray

Before inserting paper, refer to the paragraph **Paper recommendations**, *page 6.*

The manual input tray allows you to use various paper formats with greater weightings than the one used in the paper feed cassette (refer to the paragraph **Consumable specifications**, *page 35).*
Only one sheet or envelope can be fed at a time.

*You can use paper, which weights between **52** and **160 g/m²**.*

1 Spread the manual feed guides to the maximum.

2 Insert a sheet or an envelope in the manual input tray.

3 Adjust the paper guides against the right and left edges of the sheet or the envelope.

Before printing, check that the paper format you are using matches the paper format set on the printer (refer to **Copy,** *page 12).*

Copy

Your machine has the function to make one or more copies.

You can also setup several parameters in order to make copies at your will.

Simple copy

In this case, the default parameters are applied.

1 Place the document to be copied face down on the glass, respecting the indications around the glass.

2 Press the COPY button twice. The copy is made using the default parameters.

ECO mode copy

The ECO mode enables you to reduce the amount of toner consumed on the page so as to save your printing costs.
When the ECO mode is used, the toner consumption is reduced and the print density becomes lighter.

1 Place the document to be copied face down on the glass.

2 Press the COPY button.

3 Press the ECO button.

Sophisticated copy

The sophisticated copy allows to do custom setups for the current copy.

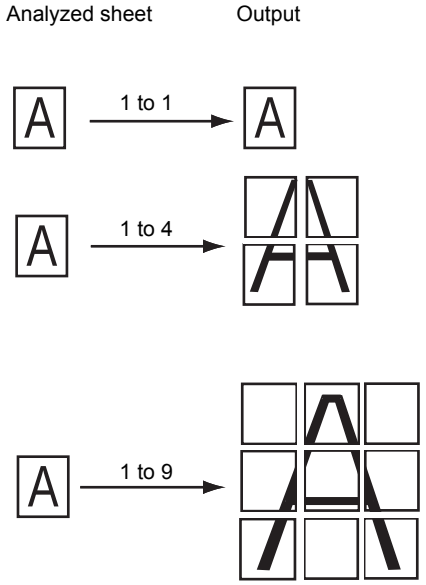
1 Place the document to be copied face down on the glass.

2 Press the COPY button.

3 Enter the number of copies that you want and confirm with the **OK** button.

4 Choose the resolution depending on the printing quality that you want **DRAFT**, **AUTO**, **QUALITY TEXT** or **PHOTO** with the buttons ▲ or ▼, then confirm with the **OK** button.

5 You can print the desired copy on several paper formats to create a poster. Select **1 PAGE TO 1**, **1 PAGE TO 4** or **1 PAGE TO 9** with the buttons ▲ or ▼, then confirm with the **OK** button.



6 Adjust the contrast level with the buttons ▲ or ▼, then confirm with the **OK** button.

7 Adjust the desired brightness level with the buttons ▲ or ▼, then confirm with the **OK** button.

8 Adjust the desired zoom level, from **25% TO 400%** with the buttons ▲ or ▼, confirm with the **OK** button.

9 Adjust the desired origin values with the digital keyboard buttons ▲ or ▼ then confirm with the **OK** button.

10 Choose the paper type **NORMAL**, **THICK** with the buttons ▲ or ▼, then confirm with the **OK** button.

11 Choose the paper tray **AUTOMATIC** or **MANUAL** with the buttons ▲ or ▼, then confirm with the **OK** button.

Special setup for the copy

*Setups done through this menu become the device **default setups** after you confirm.*

When the quality of the printing is not satisfying, you can proceed to a calibration (refer to the paragraph **Calibrate your scanner***, page 16).*

Resolution setup

*The **RESOLUTION** parameter allows you to setup the photocopy resolution.*

▼ ***841 - ADVANCED FCT/COPY/RESOLUTION***

1 Choose the resolution with the buttons ▲ or ▼ according to the following table:

Parameter	Signification
DRAFT	Low resolution.
AUTO	Standard resolution for documents containing text and graphics.
QUALITY TEXT	Optimal resolution for documents containing text.
PHOTO	Optimal resolution for documents containing photographies.

2 Confirm your choice by pressing the **OK** button.

You can also setup the resolution by pressing the button.

Zoom setup

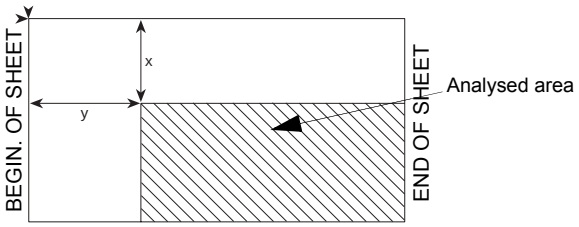
▼ ***842 - ADVANCED FCT/COPY/ZOOMING***

The **ZOOM** parameter allows you to shrink or enlarge an area of a document by choosing the origin and the zoom level to be applied to this document from 25 to 400 %. Enter the desired zoom level with the digital keyboard, confirm your choice by pressing the **OK** button.

Analysis origin setup

If you want, you can change the origin of the scanner.

By entering new values for X and Y in mm (X < 210 and Y < 286), you move the analysed area as shown on the diagram below.



▼ ***843 - ADVANCED FCT/COPY/ORIGIN***

1 Select the X and Y coordinates with the buttons ▲ or ▼.

2 Setup the desired coordinates with the digital keyboard or the buttons ▲ and ▼, confirm your choice by pressing on the **OK** button.

Contrast setup

*The **CONTRAST** parameter allows to choose the photocopy contrast.*

▼ ***844 - ADVANCED FCT/COPY/CONTRAST***

1 Setup the desired level of contrast with the buttons ▲ and ▼, confirm by pressing the **OK** button.

2 You can also directly setup the desired contrast with the button, press several times on this button until the desired setup without using the Menu 845.

3 Quit this menu by pressing the button.

Brightness setup

*The **BRIGHTNESS** parameter allows to lighten or darken your original document.*

▼ ***845 - ADVANCED FCT/COPY/LUMINOSITY***

1 Setup the desired brightness with the buttons ▲ and ▼.

2 Confirm your choice by pressing the **OK** button.

3 Quit this menu by pressing the button.

Paper type setup

▼ ***851 - ADVANCED FCT/SCAN. & PRINT/PAPER TYPE***

1 Select the paper **NORMAL** (60-90 g/m^2) or **THICK** (90-162 g/m^2) that you use with the buttons ▲ and ▼.

2 Confirm your setup by pressing the **OK** button.

3 Quit this menu by pressing the button.

Paper tray selection

▼ ***852 - ADVANCED FCT/SCAN. & PRINT/TRAY PAPER***

1 Select the paper tray that you use **AUTOMATIC** or **MANUAL** with the buttons ▲ and ▼.

2 Confirm by pressing the **OK** button.

3 Quit this menu by pressing the button.

Analysis margins setup

If you want to, you can offset the lateral margins of the document to the left or right during the analysis with your flat-bed scanner.

▼ ***853 - ADVANCED FCT/SCAN. & PRINT/FLATBED MARG***

1 Setup the left / right margins offsets (by 0.5 mm steps) with the buttons ▲ and ▼.

2 Confirm by pressing the **OK** button.

3 Quit this menu by pressing the button.

Left and right printing margins setup

If you want to, you can offset the lateral margins of the document to the left or right during printing.

▼ 854 - ADVANCED FCT/SCAN. & PRINT/ PRINTER MARG

1. Setup the left / right margins offsets (by 0.5 mm steps) with the buttons ▲ and ▼.
2. Confirm by pressing the **OK** button.
3. Quit this menu by pressing the button.

Top and bottom printing margins setup

If you want to, you can offset the lateral margins of the document towards the top or the bottom during printing.

▼ 855 - ADVANCED FCT/SCAN. & PRINT/TOP PRINT.

1. Setup the top / bottom margins offsets (by 0.5 mm steps) with the buttons ▲ and ▼.
2. Confirm by pressing the **OK** button.
3. Quit this menu by pressing the button.

Parameters/ Setup

You can setup your machine as you like depending on the use. You will find in this chapter description of the functions.

You can print the functions guide and the available setup of your multifunction machine.

Your machine is continuously being updated, new functions are regularly made available. To benefit, visit our website and download the last updates.

Print the functions guide

1 Press on ▼ and enter **51** with the digital keypad. The printing of the functions guide starts.

Print the list of setups

1 Press on ▼, enter **54** with the digital keypad. The printing of the list of setups starts.

Lock the keyboard

This function prevents non-authorized people from accessing the machine. An access code will be required every time someone wants to use the device. After each use, the device will lock automatically.

Before that you have to enter a lock code

▼ 811 - ADVANCED FCT/LOCK/LOCKING CODE

1 Press on ▼, enter **811** with the digital keyboard.
2 Enter your lock code (4 digits) with the keyboard, confirm with **OK**.
3 Enter again your lock code (4 digits) with the keyboard, confirm with **OK**.
4 Quit this menu by pressing the button.

If a code is already registered, enter the old code before typing the new one.

Activate the keyboard lock

Everytime you use your machine, you will have to enter your code.

▼ 812 - ADVANCED FCT/LOCK/LOCK KEYBD.

1 Press on ▼, enter **812** with the keyboard.
2 Enter the lock code and confirm with **OK**.
3 With the buttons ▼ or ▲, choose **WITH** and confirm with **OK**.
4 Quit this menu by pressing the button.

Read the counters

you can view the activity counters for your machine at any time.

This function shows you the number of scanned pages.

▼ 823 - ADVANCED FCT/COUNTERS/SCANNED PAGE

1 Press on ▼, enter **823** with the keyboard.
2 The number of scanned pages appears on the screen.
3 Quit this menu by pressing the button.

This function shows you the number of printed pages.

▼ 824 - ADVANCED FCT/COUNTERS/PRINTED PG

1 Press on ▼, enter **824** with the keyboard.
2 The number of printed pages appears on the screen.
3 Quit this menu by pressing the button.

Display the consumables status

You can read at any time the remaining toner in the cartridge. This level appears in percentage.

▼ 86 - ADVANCED FCT/CONSUMABLES

1 Press on ▼, enter **86** with the keyboard.
2 The available toner percentage appears on the screen.
3 Quit this menu by pressing the button.

Calibrate your scanner

You can do this operation when the quality of photocopied documents is not satisfactory anymore.

▼ 80 - ADVANCED FCT/CALIBRATION

1. Press on ▼, enter **80** with the keyboard, confirm with **OK**.
2. The scanner is triggered and a calibration is done automatically.
3. At the end of the calibration, the machine comes back to the screen saver.

Switches your machine to standby mode (ECO)

The machine will switch to standby mode when not being used. You can choose the time before the machine switches to stand by (it is set in minutes).

*You can choose with the setup **WITHOUT, DELAY 5 MIN**, **DELAY 15 MIN**, **DELAY 30 MIN**.*

▼ 29 - SETUP/TECHNICALS

1. Press on ▼, press on **OK**.
2. Select **TECHNICALS** with the ▼ or ▲ buttons and confirm with **OK**.
3. Select **08** with the ▼ or ▲ buttons and confirm with **OK**.
4. Quit this menu by pressing the button.

Save your toner cartridge

This function allows you to increase the lifetime of your toner cartridge.

▼ 29 - SETUP/TECHNICALS

1. Press on ▼, press on **OK**.
2. Select **TECHNICALS** with the ▼ or ▲ buttons and confirm with **OK**.
3. Select **80** with the ▼ or ▲ buttons and confirm with **OK**.
4. Choose the parameter **WITH** with the ▼ or ▲ buttons and confirm with **OK**.
5. Quit this menu by pressing the button.

Setup the printing format

*The default setup is **NO**. You can print a document in a LETTER format on A4 pages by setting up this parameter on **LETTER/A4**.*

▼ 29 - SETUP/TECHNICALS

1. Press on ▼, press on **OK**.
2. Select **TECHNICALS** with the ▼ or ▲ buttons and confirm with **OK**.
3. Select **93** with the ▼ or ▲ buttons and confirm with **OK**.
4. Choose the parameter **LETTER/A4** with the ▼ or ▲ buttons and confirm with **OK**.
5. Quit this menu by pressing the button.

Declare the number of authorised WEP keys

You can create a network with WEP keys to allow several personal computers to use the machine as a network printer.

You can authorise up to 4 WEP (Wired Equivalent Privacy) on your machine.

To declare the number proceed as follows:

▼ 29 - SETUP/TECHNICALS

1. Press on ▼, press on **OK**.
2. Select **TECHNICALS** with the ▼ or ▲ buttons and confirm with **OK**.
3. Select **96** with the ▼ or ▲ buttons and confirm with **OK**.
4. Enter the desired key number (4 maximum), confirm with **OK**.
5. Quit this menu by pressing the button.

Setup the display language

You can select another language for the menus display. By default, the machine operates in the English language.

▼ 203 - SETUP/GEOGRAPHICAL/LANGUAGE

1. Press on ▼, enter **203** with the keyboard and confirm with **OK**.
2. Choose the desired language with the ▼ or ▲ buttons and confirm with **OK**.
3. Quit this menu by pressing the button.

WLAN network

You can connect your machine to a PC using a USB cable or make a wireless connection (via radio) with a PC or network.

Beware, when you are using a wireless connection, that certain items of medical equipment, sensitive or security systems may be affected by the radio transmissions of your device; in all cases, please follow safety guidelines closely.

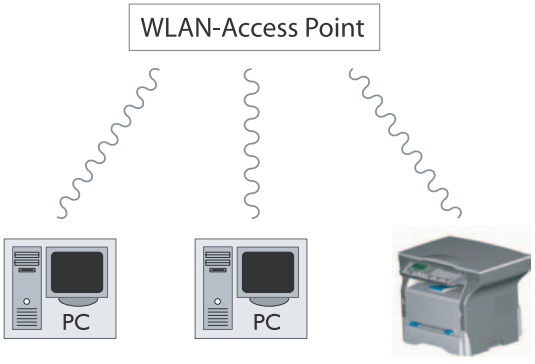
If you have a WLAN adaptor, you can incorporate your machine as a network printer into a radio network. This works only with an approved adaptor that you can obtain from our ordering department.

Type of radio network

A radio network or WLAN (Wireless Local Area Network) is created when at least two computers, printers or other peripheral devices communicate with each other in a network via radio waves (high frequency waves). The transmission of data in the radio network is based on the standards 802.11b and 802.11g. According to how the network is set up, it may be described as an infrastructure network or an ad-hoc network.

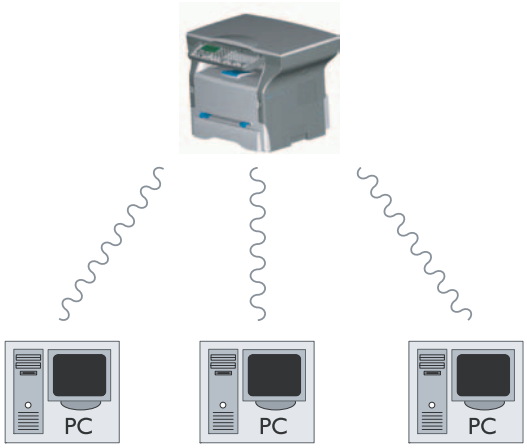
Radio infrastructure network

In an infrastructure network, several devices communicate via a central access point (a gateway or router). All data is sent to the access point (gateway or router) from where it is re-distributed.



Radio ad-hoc network

In an ad-hoc network, the devices communicate directly with each other without passing through an access point. The speed of communication across the whole radio network is as fast as the weakest connection in the network. The speed of communication is also dependent on spatial distance between transmitter and receiver, as well as the number of barriers, such as walls or ceilings.



Radio networks (WLAN)

Three steps are necessary to incorprate your machine into a radio network (WLAN):

1. Configure the network to your PC.
2. Set up the parameters for your machine so that it can function in a network.
3. Having set up the parameters your device, install the Companion Suite LL software onto your PC with the necessary printer drivers.

The PC and all other devices must have their parameters set up to the same network as the multifunction machine. All the details needed for setting up the device, such as the network names (SSID), type of radio network, WEP key, IP address or subnetwork mask, must match the specifications of the network.

You will find these details on your PC or on the Access Point.

To find out how to set up the parameters for your PC, please consult the users' manual for your WLAN adaptor. For large networks, please seek the advice of your network administrator.

You can be sure of perfect communication if you use an approved adaptor in conjunction with your PC.
All of the latest printer drivers for the approved adaptor may be found on our website together with further information.

Connect your WLAN adaptor

Your machine belongs to a new generation of terminals that you can incorporate into a WLAN network using a WLAN USB key.

Your machine's network radio adaptor transmits data using the radio protocol IEEE 802.11g; it can also be incorporated into an existing IEEE 802.11b network.

When connecting to your machine, only use the approved adaptor. Other transmitting or receiving adaptors may damage your device.

Irrespective of whether you use your machine in an infrastructure or ad-hoc network, you must set up certain network and security parameters (for example, the Service-Set-ID (SSID) and the WEP key). These must match the network's specifications.

1 Plug your WLAN USB key into the USB port of your machine.

Configure your network

We recommend that the settings of your WLAN network should only be changed by a person with a good knowledge of the configuration of your computer.

Creating or rejoining a network

Before attempting to use a WLAN adaptor on your machine, you must enter the parameters that will allow a WLAN network to recognise your machine.

On your machine you will find simple instructions that guide you step by step through the set-up of your network. Just follow them!

▼ ***281 - SETUP/WLAN/ASS. CONFIG.***

1 Type in ▼, select the menu **SETUP** using the keys ▲ or ▼ and confirm with **OK**.

2 Select **WLAN** using the keys ▲ or ▼ and confirm with **OK**.

3 Select **ASS. CONFIG.** using the keys ▲ or ▼ and confirm with **OK**.

4 Select **NEW NETWORK** using the keys ▲ or ▼ and confirm with **OK**.

If you choose and exisiting network, steps 5 and 6 (and possibly 7) are carried out automatically.

5 **SSID** appears on the screen, enter the name of your network using the numerical keypad, pressing the keys one after the other until you obtain the name you want (32 characters maximum) and confirm with **OK**.

6 **AD-HOC MODE** or **INFRA. MODE** appear on the screen. Go back to the beginning of the chapter and make your choice.
Select one of these modes and confirm with **OK**.
- If you choose AD-HOC mode, the sub-menu **CHANNEL** appears, enter a figure between 1 and 13 and confirm with **OK**.

7 **WITHOUT SECURITY** or **WITH SECURITY** appear on the screen.
Select the option you want and confirm with **OK**.
- If you choose **WITH SECURITY** the sub-menu WEP KEY 1 appears, enter the key number (1 to 4 maximum) that you are using on your network.

The WEP key number may be configured in the menu:
▼ 29 - SETUP/TECHNICALS/WEP KEYS NBR

8 **IP CONF.: MANU** or **IP CONF.: AUTO** appear on the screen.
If you choose to set up the system manually, go to the next paragraph and enter the parameters IP ADDRESS, SUBNET MASK and GATEWAY.

9 At the end of this procedure, you return to the main menu of **ASS. CONFIG.**

10 Exit this menu by pressing the key.

Referring to or changing your network parameters

Each of the parameters of your network may be changed as your network develops.

2822 - SETUP/WLAN/PARAMETERS/IP ADDRESS

1 Type in ▼, select the menu **SETUP** using the keys ▲ or ▼ and confirm with **OK**.
2 Select **WLAN** using the keys ▲ or ▼ and confirm with **OK**.
3 Select **PARAMETERS** using the keys ▲ or ▼ and confirm with **OK**.
4 Select **IP ADDRESS** using the keys ▲ or ▼ and confirm with **OK**.
5 The dumber of your IP address will appear in the format **000.000.000.000**. Enter the new IP address for your machine in the format displayed and confirm with **OK**.
6 Exit this menu by pressing the key.

2823 - SETUP/WLAN/PARAMETERS/SUBNET MASK

1 Type in ▼, select the menu **SETUP** using the keys ▲ or ▼ and confirm with **OK**.
2 Select **WLAN** using the keys ▲ or ▼ and confirm with **OK**.
3 Select **PARAMETERS** using the keys ▲ or ▼ and confirm with **OK**.
4 Select **SUBNET MASK** using the keys ▲ or ▼ and confirm with **OK**.
5 The number of your subnet mask will appear in the format **000.000.000.000**. Enter the new submask of your machine in the format displayed and confirm with **OK**.
6 Exit this menu by pressing the key.

2824 - SETUP/WLAN/PARAMETERS/GATEWAY

1 Type in ▼, select the menu **SETUP** using the keys ▲ or ▼ and confirm with **OK**.
2 Select **WLAN** using the keys ▲ or ▼ and confirm with **OK**.
3 Select **PARAMETERS** using the keys ▲ or ▼ and confirm with **OK**.
4 Select **GATEWAY** using the keys ▲ or ▼ and confirm with **OK**.
5 The number of your gateway will appear in the format **000.000.000.000**. Enter the new gateway for your machine in the format displayed and confirm with **OK**.
6 Exit this menu by pressing the key.

2825 - SETUP/WLAN/PARAMETERS/SSID

1 Type in ▼, select the menu **SETUP** using the keys ▲ or ▼ and confirm with **OK**.
2 Select **WLAN** using the keys ▲ or ▼ and confirm with **OK**.
3 Select **PARAMETERS** using the keys ▲ or ▼ and confirm with **OK**.
4 Select **SSID** using the keys ▲ or ▼ and confirm with **OK**.
5 The name of your network will appear on the screen. Enter the new name of your network and confirm with **OK**.
6 Exit this menu by pressing the key.

2826 - SETUP/WLAN/PARAMETERS/MODE

1 Type in ▼, select the menu **SETUP** using the keys ▲ or ▼ and confirm with **OK**.
2 Select **WLAN** using the keys ▲ or ▼ and confirm with **OK**.
3 Select **PARAMETERS** using the keys ▲ or ▼ and confirm with **OK**.
4 Select **MODE** using the keys ▲ or ▼ and confirm with **OK**.
5 The symbol **>>**, tells you that your network is in active mode.
6 Select one of the modes and confirm with **OK**.
- If you choose the AD-HOC MODE, the sub-menu **CHANNEL** will appear; enter a number between 1 and 13 and confirm with **OK**.

7 Exit this menu by pressing the key.

In an AD-HOC network, the devices communicate directly with each other without passing through an access point. The speed of communication across the whole AD-HOC radio network is as fast as the weakest connection in the network. The speed of communication is also dependent on spatial distance between transmitter and receiver, as well as the number of barriers, such as walls or ceilings.

▼ *2827 - SETUP/WLAN/PARAMETERS/SECURITY*

This parameter allows you to make your network secure.

1 Type in ▼, select the menu **SETUP** using the keys ▲ or ▼ and confirm with **OK**.
2 Select **WLAN** using the keys ▲ or ▼ and confirm with **OK**.
3 Select **PARAMETERS** using the keys ▲ or ▼ and confirm with **OK**.
4 Select **SECURITY** using the keys ▲ or ▼ and confirm with **OK**.
5 Choose **WITH** or **WITHOUT** and confirm by **OK**.
If you choose WITH, enter a password:
- In a 64 bit security configuration, the password must contain five characters exactly.
- In a 128 bit security configuration, the password must contain 13 characters exactly.

You may also enter the password using the hexadecimal system, if this is the case:
- For a 64 bit security configuration, the password must contain exactly 10 hexadecimal characters.
- For a 128 bit security configuration, the password must contain exactly 26 hexadecimal characters.

6 Exit this menu by pressing the key.

▼ *2828 - SETUP/WLAN/PARAMETERS/HOSTNAME*

The machine name allows you to identify your machine on the network via a PC (for example with the name "PRINT-NETWORK-1").

1 Type in ▼, select the menu **SETUP** using the keys ▲ or ▼ and confirm with **OK**.
2 Select **WLAN** using the keys ▲ or ▼ and confirm with **OK**.
3 Select **PARAMETERS** using the keys ▲ or ▼ and confirm with **OK**.
4 Select **HOSTNAME** using the keys ▲ or ▼ and confirm with **OK**.
5 Type in the desired name (15 characters maximum) and confirm with **OK**.
6 Exit this menu by pressing the key.

Once your connection has been set up, you must install the network printer driver "**Laser Pro LL Network**" on your PC so that you can print your documents. Refer to the paragraph **Wireless connection**, page **26**.

An example of how an AD-HOC network may be set up

An example of how to configure an Ad-hoc network without security protection using the following parameters:

- network name: "house"
- radio type: "ad-hoc"
- channel: "1"
- PC's IP address: "169.254.0.1"
- PC's subnetwork mask: "255.255.0.0"
- PC's gateway: "0.0.0.0"
- IP address of the multifunction machine: "169.254.0.2"
- subnetwork mask of the multifunction machine: "255.255.0.0"
- multifunction machine's gateway: "0.0.0.0"

Setting up a multifunction machine

1 Plug the WLAN USB key into the USB connector of the multifunction machine.
2 Type in ▼, select the menu **SETUP** using the keys ▲ or ▼ and confirm with **OK**.
3 Select **WLAN** using the keys ▲ or ▼ and confirm with **OK**.
4 Select **ASS. CONFIG.** using the keys ▲ or ▼ and confirm with **OK**.
5 Select **NEW NETWORK** using the keys ▲ or ▼ and confirm with **OK**.
6 **SSID** appears on the screen, enter "**house**" using the numerical keypad and confirm with **OK**.
7 Select the mode **AD-HOC MODE** and confirm with **OK**.
8 Enter "**1**" in the field **CHANNEL** and confirm with **OK**.
9 Select **WITHOUT SECURITY** and confirm with **OK**.
10 Select **IP CONF.: MANU** and confirm with **OK**.
11 Enter "**169.254.0.2**" in the field **IP ADDRESS** and confirm with **OK**.
12 Enter "**255.255.0.0**" in the field **SUBNET MASK** and confirm with **OK**.
13 Enter "**0.0.0.0**" in the field **GATEWAY** and confirm with **OK**.
14 At the end of this process, you return to the main menu of **ASS. CONFIG.**
15 Exit this menu by pressing the key.

Once the network has been set up, the LED of the WLAN USB key should be on.
You must now set up the PC.

Setting up the PC

For this section, refer to the instructions supplied by the manufacturer of the WLAN USB key to help you to find and join the "house" network.

1. You may need to install the software for the WLAN USB key on the PC, if this has not already been done.
2. Plug WLAN USB key into a USB port on the PC.
3. Use the software of the WLAN USB key to detect the network.
4. Join the network "**house**" once this has been detected.
5. Now set up the WLAN network connection of your PC.

To guide you through this stage, refer to the paragraph "Setting the parameters for a connection" in the manufacturer's instructions.

To do this, you must configure the element **Protocol Internet (TCP/IP)** for the WLAN connection that has been created. If this element is set up in such a way as to obtain an IP address automatically, you must change it to manual mode to set up the TCP/IP address ("169.254.0.1" in our example), the subnet mask ("255.255.0.0" in our example) and the default gateway ("0.0.0.0" in our example).

6. Enter **OK**.

USB memory key

You can connect a USB memory Key on the front side of your machine. The files stored in TXT, TIFF and JPEG formats will be analysed and you will be able to use the following actions:
- *print the stored files contained in your USB memory key,*
- *delete the files contained in your USB memory key,*
- *run an analysis on the contents of the inserted USB memory key,*
- *digitalise a document on your USB memory key.*

Use of the USB memory key

Always respect the insertion way when you connect a USB memory key to the machine. Do not disconnect your USB memory key while the machine is reading its contents or writing contents.

Print your documents

You can print the stored files or a list of the files located in the USB memory key.

Print the list of files located in the key

▼ 01 - MEDIA/PRINT DOC./LIST

1. Insert the USB memory key on the front side of the machine respecting the way of insertion.
   MEDIA ANALYSIS appears on the screen.
2. Select **PRINT DOC.** with the ▲ or ▼ buttons and confirm with **OK**.
3. Select **LIST** with the ▲ or ▼ buttons and confirm with **OK**.
4. The list is shown in a table with the following information:
   - the analyzed files are indexed in an incremental 1 by 1 order,
   - the files name with their extension,
   - the date of the files last save,
   - the files size in Kbytes.

Print the files located in the key

▼ 01 - MEDIA/PRINT DOC./FILE

1. Insert the USB memory key on the front side of the machine respecting the way of insertion.
   MEDIA ANALYSIS appears on the screen.
2. Select **PRINT DOC.** with the ▲ or ▼ buttons and confirm with **OK**.
3. Select **FILE** with the ▲ or ▼ buttons and confirm with **OK**.
4. You have three possibilities to print your files:
   - **ALL**, to print all the files located in the USB memory key.
     Select **ALL** with the ▼ or ▲ buttons and confirm with **OK**. The printing is started automatically.

   - **SERIES**, to print a series of files located in the USB memory key.
     Select **SERIES** with the ▼ or ▲ buttons and confirm with **OK**.
     FIRST FILE and the first indexed file appears on the screen. Select with the ▼ or ▲ buttons the first file of the series to print and confirm with **OK**. A star (✳) appears on the left side of the file.
     LAST FILE appears on the screen. Select with the ▼ or ▲ buttons the last file of the series to print and confirm with **OK**.

     Press the button.
     COPIES NUMBER appears on the screen, enter the desired number of copies with the digital keypad and confirm with **OK**.
     Select the printing format: **A4** or **10x15** and confirm with **OK**.
     Select the printing format: **THICK** or **NORMAL** and confirm with **OK** to start printing.

   - **SELECTION**, to print one or several files located in the USB memory key.
     Select with the ▼ or ▲ buttons the file to print and confirm with **OK**. A star (✳) appears on the left side of the file.
     Repeat this step for each file you want to print.

     Press the button.
     COPIES NUMBER appears on the screen, enter the desired number of copies with the digital keypad and confirm with **OK**.
     Select the printing format: **A4** or **10x15** and confirm with **OK**.
     Select the printing format: **THICK** or **NORMAL** and confirm with **OK** to start printing.
5. Quit this menu by pressing the button.

Delete your files located in the key

You can delete files located in your USB memory key.

▼ 06 - MEDIA/DELETE/MANUAL

1. Insert your USB memory key on the front side of your machine respecting the way of insertion. **MEDIA ANALYSIS** appears on the screen.
2. Select **DELETE** with the ▲ or ▼ buttons and confirm with **OK**.
3. Select **MANUAL** with the ▲ or ▼ buttons and confirm with **OK**.
4. You have three possibilities to delete your files:
   - **ALL**, to delete all the files located in the USB memory key.
     Select **ALL** with the ▼ or ▲ buttons and confirm with **OK**.
     You come back to the previous menu.
   - **SERIE**, to delete a series of files located in the USB memory key.
     Select **SERIE** with the ▼ or ▲ buttons and confirm with **OK**.
     FIRST FILE and the first indexed file appears on the screen. Select with the ▼ or ▲ buttons the first file of the series to delete and confirm with **OK**. A star (✳) appears on the left of the file.
     LAST FILE appears on the screen, select with the ▼ or ▲ buttons the last file of teh series to delete and confirm with **OK**. A star (✳) appears on the left side of the file.
     Press the button.
     You come back to the previous menu.
   - **SELECTION**, to delete only one or several files located in the USB memory key.
     Select with the ▼ or ▲ buttons the file to delete and confirm with **OK**. A star (✳) appears on the left side of the file.
     Repeat this step for each file you want to delete.
     Press the button.
     You come back to the previous menu.
5. Quit this menu by pressing the button.

Analyse the USB memory key content

After a period of inactivity, your machine will return to the main menu. To view the USB memory key again please proceed as follows:

▼ 07 - MEDIA/MEDIA ANALYSIS

1. Press on ▼, enter **07** with the keyboard.
2. The USB memory key analysis is started.
3. You can print or delete the detected files located in your USB memory key. Refer to the previous chapters.

Save a document on a USB memory key

This function allows you to digitise and save a document directly in a USB memory key.

1. Place the document to be copied face down on the glass.
2. Insert the USB memory key in the USB connector of your multifunction device.
   The USB memory key analysis is started.
   When the analysis is finished, the MEDIA menu is displayed.
3. Select SCAN TO with the ▲ or ▼ buttons then confirm with the **OK** button.

You can also access this function in two other ways:

- *by pressing the SCAN button of the machine deck then by selecting SCAN-TO-MEDIA.*
- *By pressing the ▼ button from the screen saver then by typing 03 on the digital keyboard.*

4. Choose the COLOUR between BLACK&WHITE and COLOUR with the ▲ or ▼ buttons and the button **OK**.
5. With the alphanumeric keyboard, give a name to the scan file (up to 20 characters) and confirm with **OK**.
6. Choose the scan format between IMAGE and PDF, and confirm to start the scan and the recording of the document.
   IMAGE allows to have the same kind of file as a photo. PDF is a format for the digital documents creation.

*With the **IMAGE** format, if you have selected:*

- ***BLACK&WHITE**, the picture will be saved in TIFF format.*
- ***COLOUR**, the picture will be saved in JPEG format.*

The beginning button immediately starts the scan and sends a file to the support with the parameters defined in the analysis format.

PC Features

Introduction

The **COMPANION SUITE PRO** software allows the connection of a personal computer with a compatible multifunction machine.

From the PC, you can:

- manage the multifunction machine, allowing you to set it up according to your needs.,
- print your documents on the multifunction machine from your usual applications,
- scan colour, grey scale or black and white documents and edit them on your PC, or process them into text using the character recognition software (OCR),

Configuration requirements

The minimum configuration requirements for your personal computer are:

Supported operation systems:

- Windows 98SE,
- Windows Millennium,
- Windows 2000 with at least Service Pack 3,
- Windows XP (Home and Pro).

Processor:

- 500 MHz for Windows 98SE,
- 800 MHz for Windows Me or 2000,
- 1 GHz for Windows XP (Home and Pro),

A CD-ROM drive

A free USB port

600 Mbytes of available disk space for the installation

RAM memory:

- 128 Mbytes minimum for Windows 98, Me, and 2000,
- 192 Mbytes minimum for Windows XP (Home and Pro).

Installation

Install the software on your PC

Turn your PC on. Open an ADMINISTRATOR session unless working in 98SE and ME environments.

1. Open the CD-ROM drive, insert the installation CD-ROM and close the drive.
2. An installation procedure is automatically run (Auto run).
3. A screen titled COMPANION SUITE PRO LL appears. This screen allows you to install and uninstall the software, access the product's user guides or browse the CD-ROM contents.
4. Place your cursor on PRODUCT INSTALLATION and confirm with left-click of the mouse.
5. The Products Installation screen appears. Place your cursor on FULL and confirm by left-click with the mouse.

The FULL installation copies on your hard disk the software required for the good execution of the Companion Suite Pro kit, which is:
- Companion Suite Pro (machine management software, printer drivers, scanner, ...),
- Adobe Acrobat Reader,
- PaperPort.

You may already be the owner of a version of the software available in the installation CD-ROM.
In this case use the CUSTOM installation, select the software that you want to install on your hard drive and confirm your choice.

The multifonction machine components only appear if your Windows Installer version is older than 2.0.

The installation resumes, a progress bar appears.

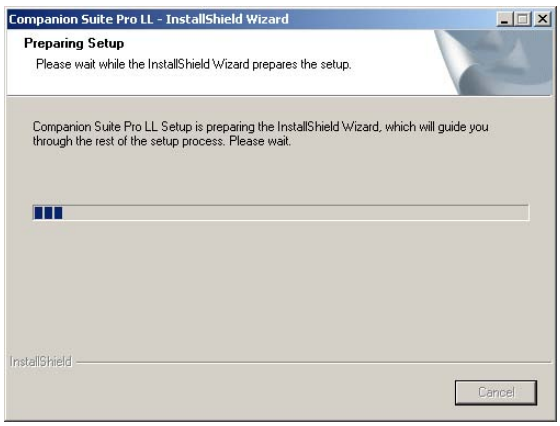
Companion Suite Pro LL
Install of Companion Suite Pro LL in progress...
This operation may take several minutes.
Stop the install

You can stop the program's installation by clicking on the STOP THE INSTALL button.

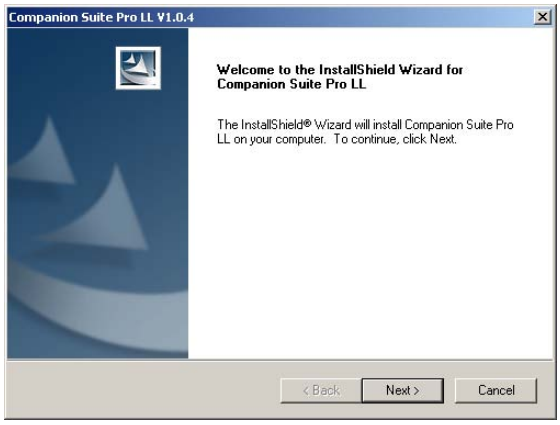
After search and analysis of the PC components and the multifunction machine's components, you need to restart your PC for the modifications to take effect.
Click on the **OK** button.

6. After restart, the InstallShield Wizard screen shows the progress of the assistant preparation.

You can stop the procedure at any time by clicking on the **CANCEL** button.

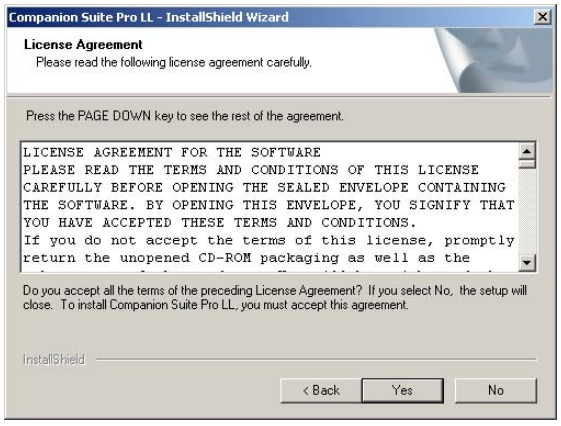

Companion Suite Pro LL - InstallShield Wizard
Preparing Setup
Please wait while the InstallShield Wizard prepares the setup.
Companion Suite Pro LL Setup is preparing the InstallShield Wizard, which will guide you through the rest of the setup process. Please wait.
InstallShield
Cancel

7 The welcome screen will appear.


Companion Suite Pro LL V1.0.4
Welcome to the InstallShield Wizard for Companion Suite Pro LL
The InstallShield® Wizard will install Companion Suite Pro LL on your computer. To continue, click Next.
< Back
Next >
Cancel

8 Click on the **NEXT** button to launch the installation of the COMPANION SUITE PRO kit on your PC.

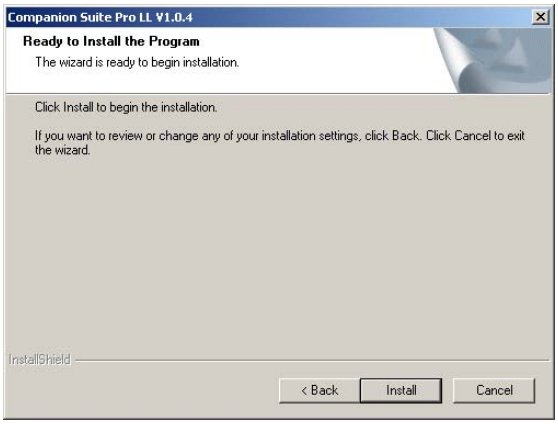
9 To continue the installation, you need to accept the proposed license agreement.


Companion Suite Pro LL - InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
Press the PAGE DOWN key to see the rest of the agreement.
LICENSE AGREEMENT FOR THE SOFTWARE
PLEASE READ THE TERMS AND CONDITIONS OF THIS LICENSE CAREFULLY BEFORE OPENING THE SEALED ENVELOPE CONTAINING THE SOFTWARE. BY OPENING THIS ENVELOPE, YOU SIGNIFY THAT YOU HAVE ACCEPTED THESE TERMS AND CONDITIONS.
If you do not accept the terms of this license, promptly return the unopened CD-ROM packaging as well as the
Do you accept all the terms of the preceding License Agreement? If you select No, the setup will close. To install Companion Suite Pro LL, you must accept this agreement.
InstallShield
< Back
Yes
No

10 Click on the **YES** button.

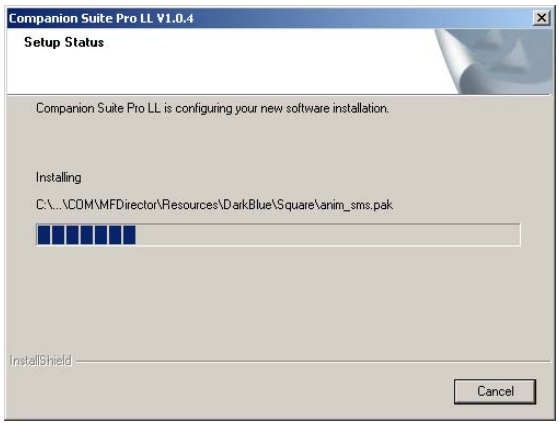
11 Click on the **NEXT** button.

12 The final installation is ready to be executed.

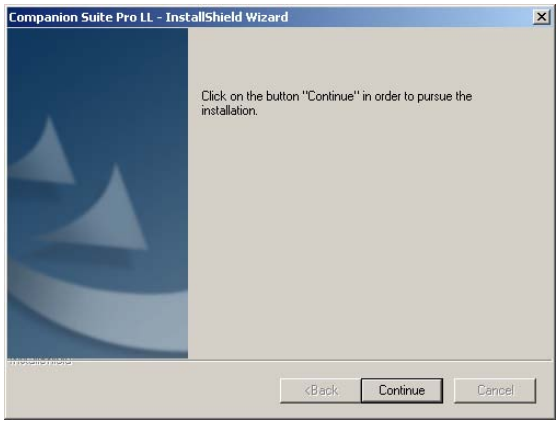

Companion Suite Pro LL V1.0.4
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield
< Back
Install
Cancel

13 Click on the **INSTALL** button.

14 A screen informs you of the installation progress.

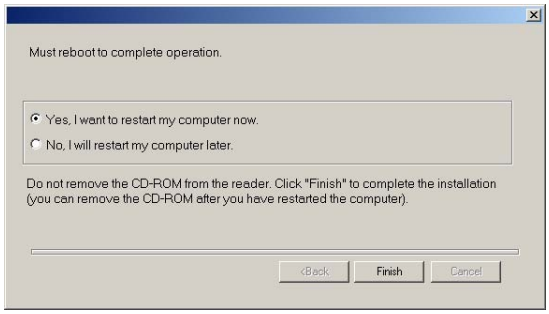


15 The Companion Suite Pro software is installed on your PC.


Companion Suite Pro LL - InstallShield Wizard
Click on the button "Continue" in order to pursue the installation.
<Back
Continue
Cancel

16 Click on the **CONTINUE** button to copy the utilities and PaperPort SE software that come along with the kit.

17 At the end of the installation, you need to restart your PC to update the system files.


Must reboot to complete operation.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Do not remove the CD-ROM from the reader. Click "Finish" to complete the installation (you can remove the CD-ROM after you have restarted the computer).
<Back
Finish
Cancel

18 Select your choice and click on the **FINISH** button.

19 Your "Companion Suite Pro" kit is successfully installed on your PC.

You can start the multifunction machine's management software from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > MF DIRECTOR** or by clicking on the icon **MF DIRECTOR** located on your desktop.

It is possible to add LAN printers without installing the Companion Suite Pro software on Windows 2000 and XP. From the Windows Start menu -> Parameters -> Printers and faxes, select "Add Printer" and follow the instructions on screen.

Connections

Make sure that your multifunction machine is powered off and that the Companion Suite Pro CD-ROM is inserted in the drive.

USB Connection

The connection between the PC and the machine requires a USB 2.0 shielded cable no more than 3 meters long.

It is recommended to install the Companion Suite Pro software first and then to connect the USB cable to your machine.

If you connect the USB cable before installing the Companion Suite Pro software the recognition system (plug and play) identifies automatically that new hardware has been added. To start your machine drivers installation, follow the instructions on screen. If a window asking about the location of the drivers pops up, then indicate the installation CD-ROM.

1 Locate your USB cable connectors and connect as shown below on the picture.

2 Power on your multifunction machine.
The ADD HARDWARE assistant window appears.

3 Click on the NEXT button to finish the installation.

4 Select FIND THE APPROPRIATE DRIVER FOR MY HARDWARE (RECOMMENDED). Click on the NEXT button.

5 Select the location where the system has to look for the driver. Only the CD-ROM DRIVES checkbox has to be ticked. Click on the NEXT button. The search takes a few moments.

6 A window informs you that the driver has been located. Click on the NEXT button.

7 A screen informs you that the XML interface software has been installed. Click on the FINISH button.
The add hardware assistant window appears.

8 Click on the NEXT button.

9 Select FIND THE APPROPRIATE DRIVER FOR MY HARDWARE (RECOMMENDED). Click on the NEXT button.

10 Select the location where the system shall look for the driver. Only the CD-ROM DRIVES checkbox has to be ticked. Click on the NEXT button. The search takes a few moments.

11 A window informs that the driver has been located. Click on the NEXT button.

12 A screen informs you that the COMPANION SUITE PRO F@X ACTIVITIES software has been installed. Click on the FINISH button.

You can now use the multifunction machine to print or scan your documents.

Wireless connection

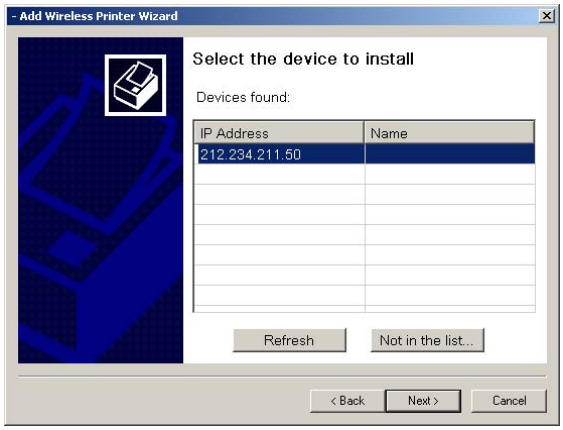
The Companion Suite Pro LL software shall be installed to perform this operation.

1 Run the MF Director application by clicking on the icon located on your desktop or from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > ADD PRINTER.**

2 Click on the **NEXT** button to run the installation procedure.

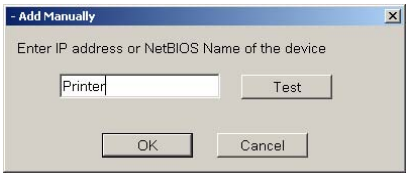
Add Wireless Printer Wizard
Add Wireless Printer Wizard
This Wizard helps you to install your Printer for Wireless printing.
Before proceed, make sure that:
- your printer is on,
- the WiFi dongle is plugged,
- your Wireless Network parameters are valid.
< Back
Next >
Cancel

3 The next screen shows the list of compatible hardware found on the network.



You can make another search on the network by clicking on the **REFRESH** button.

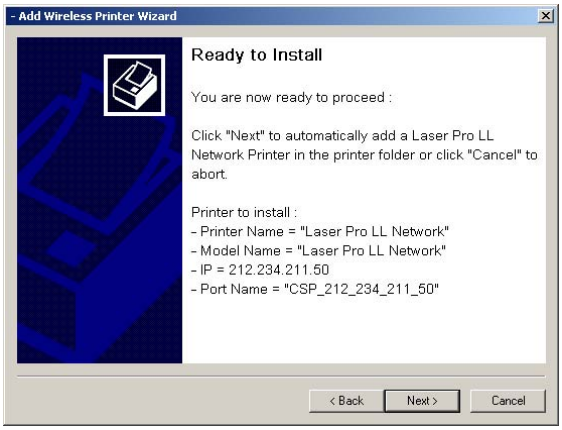
Remark: A hardware device may not appear in the list in which case click on the **NOT IN THE LIST** button. The next window appears.



Type the IP address or the NetBIOS name of the hardware that you wish to add. You can test the connection between the PC and the hardware by clicking on the **TEST** button. Click on the **OK** button.

4 Select what you wish to add from the hardware list. Click on the **NEXT** button.

5 The next window lists the different features of the printer that are about to be installed. Click on the **NEXT** button.

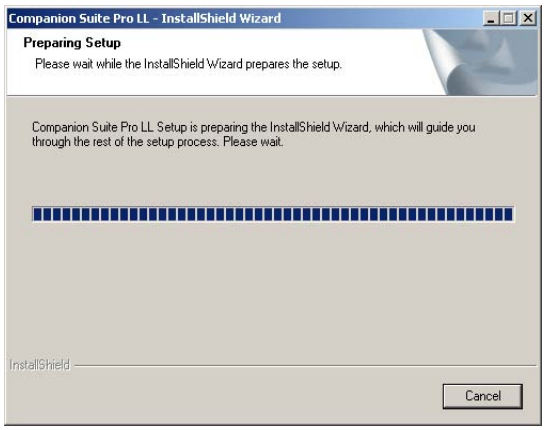

- Add Wireless Printer Wizard
Ready to Install
You are now ready to proceed :
Click "Next" to automatically add a Laser Pro LL Network Printer in the printer folder or click "Cancel" to abort.
Printer to install :
- Printer Name = "Laser Pro LL Network"
- Model Name = "Laser Pro LL Network"
- IP = 212.234.211.50
- Port Name = "CSP_212_234_211_50"
< Back
Next >
Cancel

6 The window indicating that the installation procedure was successful pops up. Click on the **FINISH** button.

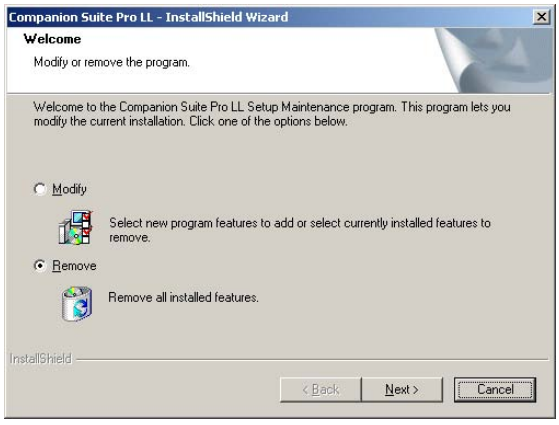
Uninstall the software from your PC

Run the programs removal from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > UNINSTALL**.

1 A preparation screen appears.

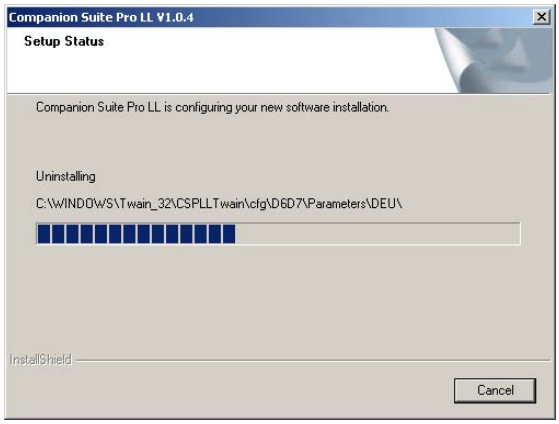

Companion Suite Pro LL - InstallShield Wizard
Preparing Setup
Please wait while the InstallShield Wizard prepares the setup.
Companion Suite Pro LL Setup is preparing the InstallShield Wizard, which will guide you through the rest of the setup process. Please wait.
InstallShield
Cancel

2 Select **REMOVE** and confirm your choice by clicking on the **NEXT** button.


Companion Suite Pro LL - InstallShield Wizard
Welcome
Modify or remove the program.
Welcome to the Companion Suite Pro LL Setup Maintenance program. This program lets you modify the current installation. Click one of the options below.
Modify
Select new program features to add or select currently installed features to remove.
Remove
Remove all installed features.
InstallShield
< Back
Next >
Cancel

3 A confirmation screen appears. Click on **OK** button to continue the **COMPANION SUITE PRO LL** program removal.

4 A preparation screen appears. You can cancel the removal by clicking on **CANCEL.**



5 You need to restart your system at the end of the procedure. Close all open programs, select **YES, I WANT TO RESTART MY COMPUTER NOW** and click on the **FINISH** button.

Companion Suite Pro LL - InstallShield Wizard
Your system must be restarted in order to complete the uninstall operation.
Please disconnect your device in order to avoid an automatic redetection the next time the computer is restarted.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Do not remove the CD-ROM from the reader. Click "Finish" to complete the deinstallation (you can remove the CD-ROM after you have restarted the computer).
< Back
Finish
Cancel

Multifunction Terminal's Supervision

The software that you have installed contains two multifunction machine management applications, MF DIRECTOR and MF MONITOR, which allow you to:

- check whether the multifunction machine is connected to your PC,
- monitor the multifunction machine activitie,
- monitor the status of the multifunction machine consumables from the PC,
- quickly access the graphic editor applications, OCR etc.

To manage the multifunction machine, run the MF Director application by clicking on the icon located on your desktop or from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > MF DIRECTOR**.

Checking the connection between the PC and the multifunction machine

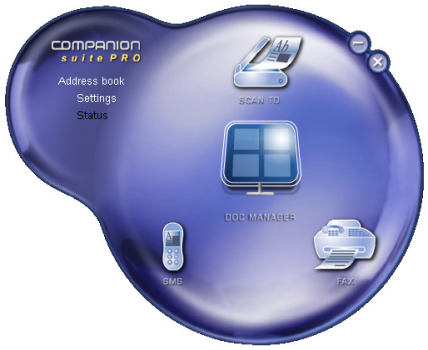
To check if the connection between the devices is good, run the MF MONITOR software from the icon located on the desktop and check that the same information is displayed on the multifunction machine (for instance the date).

MF Director

This graphical Interface allows you to run the utilities and the software to manage your multifunction machine.

Graphical presentation

Run the application by clicking on the MF Director icon located on your desktop or from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > MF DIRECTOR.**

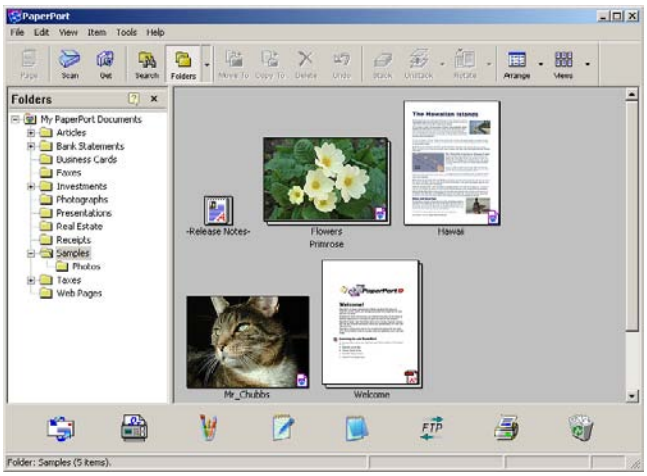


By default, MF DIRECTOR is displayed with dark blue rounded shape. You can modify its shape and color by right-clicking with the mouse.

Utilities and applications activation

The COMPANION SUITE PRO graphical interface allows you to run the following utilities and software:

- get **HELP** from the current documentation,
- run the **PaperPort** software (Doc Manager).

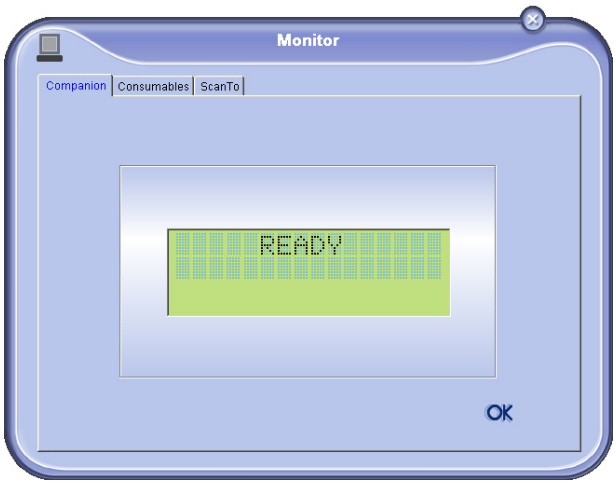


To run a software or utility contained in the COMPANION SUITE PRO kit, place the cursor on it and left-click with the mouse.

MF Monitor

Graphical presentation

Run the application by clicking on the MF Monitor icon located on your desktop or from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > MF MONITOR**.

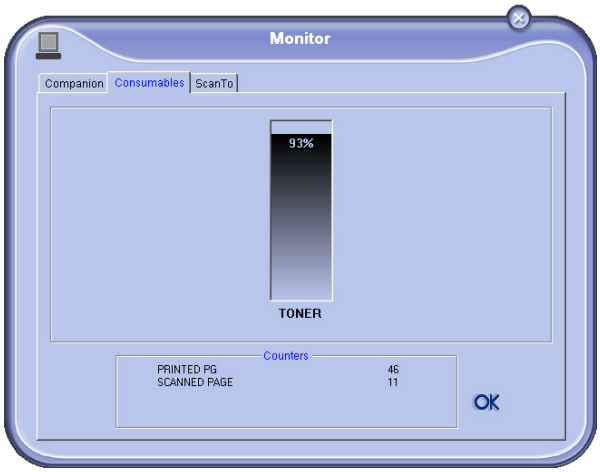


From this screen you can monitor the information or configure your multifunction machine from the tabs:

- **COMPANION**: Presents the multifunction machine screen.
- **CONSUMABLES**: Displays the consumables status.
- **SCAN TO**: Scan Mode and Resolution parameters setup, these parameters will be taken into account when clicking on the **SCAN** button from the machine.

Display the consumable status

The following information will be available from the Consumables tab:
- current consumables status,
- number of printed pages,
- number of scanned pages.



Scan To

The setup of this tab, becomes the default setup for the scanner.

Remark: The function SCAN TO can only be used if the application is running. If this is not the case, activate it.

1. Select the Scan To tab.
2. Select one of the possible choices:
   - colour,
   - grayscale,
   - black and white.
3. Select the scanner resolution (72 dpi to 4800 dpi).
4. Confirm your choices by clicking on the **OK** button.

Companion Suite Pro LL functionalities

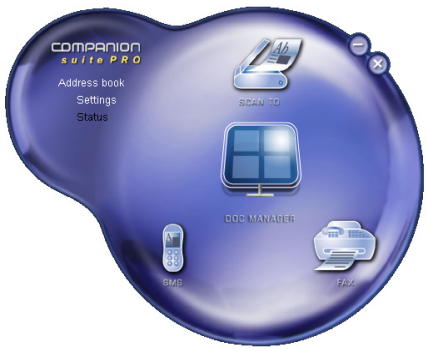
Document analysis

The document analysis can be carried out in two ways:

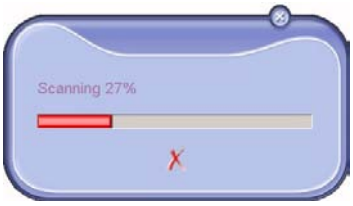
- either by the **SCAN TO** function (application accessible from the MF Director window or from the **SCAN** button from the machine),
- or directly from a TWAIN standard compatible application.

Analysis with Scan To

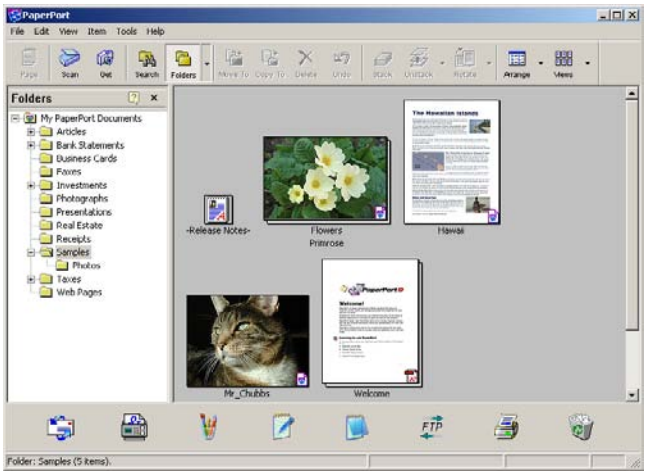
Run the application by clicking on the MF Director icon located on your desktop or from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > MF DIRECTOR.**



1 Left-click with the mouse on the **SCAN TO** graphical image or click the **SCAN** button from your machine.
2 You can follow the ongoing digitisation on a screen.



3 At the end of the digitisation, the scanned picture appears in the PaperPort window.



If the PaperPort software is not installed on your hard drive, the scanned picture will appear on your desktop in TIFF format.

Analysis from a TWAIN compatible software

1 Run the picture editor application and then run the acquisition command.
The document analysis window appears.
2 Setup the parameters (contrast, resolution, ...) before starting the digitisation.
3 Once the document is digitised, you can archive it or edit it.

Character recognition software (OCR)

The character recognition function allows to create a usable data file for desktop applications from a hardcopy document or from a picture.

The character recognition only works for printed characters, such as printer outputs or typed text. Nevertheless you can request for a handwritten text block to be kept intact (a signature for instance) by outlining it.

Given your machine environment and the character recognition from your machine, the OCR is done with a Drag&drop of a document from the PaperPort to the Notepad icon.

For more details about the usage of this software, check the on-line help of the product.

Printing

You have the possibility to print your documents via the USB connection or the Wifi connection.

During the installation of the software, the Laser Pro LL printer driver will be installed automatically onto your pc. This will allow you to print your documents on the machine via the USB connection.

*The **LASER PRO LL NETWORK** printer driver allows to print via the wireless connection. This driver is installed when you add a network printer.*

Printing with the multifunction machine

To print a document with the machine from your PC is like printing a document in Windows (use the **PRINT** command from the **FILE** menu of the currently open application on the screen). Select the **LASER PRO LL** printer to print via the USB connection or the **LASER PRO LL NETWORK** printer to print via the Wifi connection.

The LASER PRO LL printer becomes the default printer when the Companion Suite Pro software is installed.

Maintenance

Service

General information

*For your safety, it is imperative to refer to the security directives presented in the **Safety** booklet.*

To ensure that your machine is kept in the best conditions, it is recommended that you periodically clean the inner parts.

Please respect the following rules while using this machine:

- *Do not leave the scanner cover open.*
- *Do not try to lubricate the device.*
- *Do not close the scanner cover violently or do not apply vibrations to the machine.*
- *Do not open the cartridge access cover while printing.*
- *Do not try to disassemble the machine*
- *Do not use paper which would has stayed in the tray for too long.*

Toner cartridge replacement

Your machine comes with a current consumable management system. It tells you if your toner cartridge is close to its end of cycle. The following message will appear on your machine screen.

TONER NEAR END

After this message has been displayed, you are able to change the cartridge.

*To quit this screen, press **OK**.*

To replace the toner cartridge, proceed as shown below.

When the following message is displayed on the screen:

TONER EMPTY REPLACE <OK>

1 Press **OK**.

OPEN FRONT COVER REPLACE TONER

2 Stand in front of the device.

3 Push on the left and right sides of the cover and pull it towards you.

4 Raise and remove the toner cartridge from the machine.

5 Unpack the new cartridge and insert it into the slot as indicated in the diagram below.

6 Close the cover.

7 The following message appears:

HAVE YOU CHANGED THE TONER? <OK>

Press **OK**.

8 When this message appears,

INSERT THE TONER CARD

insert the smart card provided with the new toner cartridge as shown on the picture below.

9 A wait message appears.

PLEASE WAIT

The smart card is read.

NEW TONER REMOVE CARD

Remove the smart card from the reader, your machine is ready to print again.

Issues with smart cards

If you use a smart card that has already been used, the machine will display:

PLEASE WAIT

then,

REMOVE CARD ALREADY USED

If you use a defective smart card, the machine will display:

PLEASE
WAIT

then,

UNKNOWN CARD
REMOVE CARD

If the **C** button is pressed while the smart card is being read, the machine displays:

ACTION CANCELLED
REMOVE CARD

Cleaning

Scanner reading system cleaning

When one or more vertical lines appear on the copies, clean the glass of the scanner.

1. Open the scanner cover until it is standing in vertical position.
2. Wipe the glass with a soft lint-free cloth soaked with mild alcohol.
3. Close the scanner cover.
4. Make a copy to check that the symptoms have disappeared.

Printer cleaning

Dust, dirtiness and paper debris on the external and internal surfaces of the printer can affect its operation. We advise that it is cleaned regularly.

Printer external cleaning

Clean the external part of the printer with a soft cloth soaked in mild detergent.

Printer issues

Error messages

When the printer encounters any of the problems described below, the corresponding message is shown on the machine display.

Message	Action
CHECK TONER	Check the presence of a toner cartridge in the machine.
TONER NEAR END	Indicates that your consumable will need changing soon.
REPLACE PAPER	Add paper in tray.
HEATING	Message displayed when starting the machine.
CLOSE COVER PRINTER	The printer front cover is open, close it.
TONER EMPTY REPLACE <OK>	Replace the toner cartridge.
PAPER JAM REMOVE TONER	A sheet of paper is jammed in the machine. Take out the toner cartridge and remove the jammed paper sheet. Take out the paper tray and remove the jammed paper sheet. Then open and close the consumable cover.
PAPER JAM EXTERNAL TRAY	A sheet of paper is jammed in the machine. Open the paper jam cover. Remove the jammed paper sheet. Then open and close the consumable cover.
PAPER EMPTY	Add paper in the paper tray.

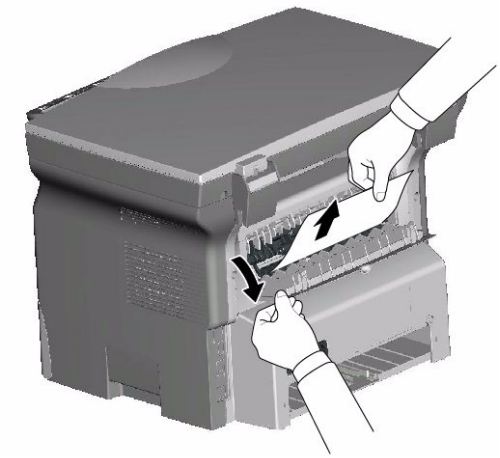
Paper jam

When printing, a sheet of paper may get stuck in the printer or the paper tray and cause a paper jam.

In case of a paper jam in the machine, the following message appears:

PAPER JAM
EXTERNAL TRAY

1. Open the paper jam cover located at the back of the machine.
2. Remove the jammed sheet of paper and close the cover.



3. Open and close the consumable cover.
   The printer starts again automatically.

The fusion unit can reach a very high temperature during the operation. To prevent any harm, do not touch this area.

In case of paper jam. The following message appears:

PAPER JAM
REMOVE TONER

1. Remove the toner cartridge and check if a sheet is jammed.
2. Remove the sheet of paper which causes the paper jam.
3. Put the toner cartridge in the machine, or remove the paper tray and remove the sheet of paper which causes the paper jam.
4. Check that the paper sheets in the paper tray are correctly placed.

5. Replace the paper tray in the machine.

Miscellaneous issues

When turning on, nothing is displayed on the screen. Check the connection between the power cord and the outlet.

Specifications

Physical specifications

Dimensions:	344 x 447 x 386 mm
Weight:	11.6 kg

Electrical specifications

Power supply:	Single phase 220-240 V - 50/60 Hz - 4.5 A
Electric consumption:	10 W typical in powersave 13 W typical in standby 340 W average during printing

Environmental specifications

Operating temperature:	In operation: + 10 °C to 32 °C
Acceptable humidity level:	In operation: 15 % to 80 % HR (without condensation)

Peripheral specifications

Printer

Type:	Laser (on normal paper)
Resolution:	600 dpi
Speed:	16 ppm maximum[a]
Preheating time:	21 sec.
First page out time:	13 sec.

a. Printing speed may vary depending on used operating systems, computer specifications, software applications, connection modes (LAN, USB or WLAN), paper formats as well as file types and sizes.

Copier

Type:	Autonomous Black and White
Copy speed:	16 ppm maximum
Resolution:	600 dpi
Multiple copies:	99 pages maximum
Zoom range:	25 % to 400 %

Scanner

Type:	Color scanner
Color depth:	36 bits
Resolution:	600 dpi (optical) 2400 dpi (interpolated)
Software compatibility:	TWAIN
Maximum paper format:	Letter

Printing supports

Main paper tray capacity:	250 sheets maximum (60 g/m²), 200 sheets maximum (80 g/m²)
Output tray capacity:	50 sheets
Main tray paper format:	A4, A5, Legal, Letter 60 to 105 g/m² paper
Paper format for manual printing:	A4, A5, Legal, Letter, B5, exec, A6 52 to 160 g/m² paper

PC connection

Slave USB 2.0 port (PC connection)
Master USB 2.0 port (Wlan connection, reader, USB memory key reader)
Operating System: Windows 98 SE, 2000SP3, ME, XP

Consumable specifications

Reference paper

Scanner :	Inapa tecno SPEED A4.
Printer :	Ricoh T6200 A4

Specifications are subject to changes for improvement without notice.

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